



AUBURN CITY CODE 18.46.060 (B)

ADMINISTRATIVE TEMPORARY USE PERMIT ISSUED BY BUILDING OFFICIAL

The Auburn City Code requires certain temporary or seasonal uses to obtain a Temporary Use Permit issued by the City Building Official. Temporary Use Permits allow a use or activity that might not normally be allowed to operate on a permanent basis because the use has characteristics that would not allow it to comply with all specific City requirements. The temporary use permit process therefore provides latitude for certain uses to occur temporarily while still ensuring that impacts and safety issues are addressed. Temporary use permits can only authorize a use up to a maximum six-week period. While the Auburn City Code provides for the issuance of temporary use permits for other temporary uses, this information is specific to the temporary use permit issued by the Building Official (Auburn City Code (ACC) 18.46.060(B)).

Activities that typically require (and can be authorized by) a Temporary Use Permit include, **but are not limited to**, Christmas tree lots, street sales, fireworks stands, haunted houses, special vehicle sales events at locations that are not permanently used for vehicle sales and special outdoor events. To determine whether an activity requires a temporary use permit, please contact the Planning and Community Development Department on the second floor of Auburn City Hall, 25 West Main Street, or call (253) 931-3090.

A temporary use permit application must be completed and submitted to the Planning and Community Development Department. Once submitted the temporary use permit application will be reviewed by various City departments. To ensure adequate time for City review, **please submit a temporary use permit application at least 10 days prior to the anticipated event or opening.**

For the temporary use permit to be granted, it must be consistent with the following finding of fact:

1. The use must be consistent with the permitted uses in the zone,
2. The use will not result in significant traffic, parking, drainage, fire protection, or other adverse impacts, and
3. If appropriate, the Building Official may require a financial guarantee to assure the removal of the use and that the area is restored to the satisfaction of the Building Official.

Special conditions and requirements may be imposed by the City to address adverse impacts associated with the temporary use, including limiting the temporary use to a period less than six weeks.

Special Permits

In addition to the temporary use permit, certain activities require special licenses or permits. Examples include:

A **Fireworks Stand Permit** is required from the Auburn Fire Department for fireworks stands. The Fire Department is located at 1101 D St NE (253) 931-3060.

A **Tent Permit** is required for all tents over 200 square feet in area by the Auburn Fire Department (see address and phone number above).

A **Street Use Permit** is required if you are using any part of the public right-of-way. Applications for street use permits may be obtained from the City's Public Works Department Engineering Division on the second floor of City Hall, 25 West Main Street, or by calling (253) 931-3010.

Business License

Business Licenses are typically required for activities requiring a temporary use permit. Please contact the Auburn City Clerk's Office on the first floor of Auburn City Hall or call (253) 931-3039 to verify whether a business license is needed.

****TEMPORARY USE PERMITS SHALL BE DISPLAYED DURING THE EVENT****